

NAME

OFFICE

ORCA/Adm

TL

ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective

The objective of this course is to update DDA Carrerists' awareness and understanding of current activities, problems and trends in the Administration Directorate and its components.

1. Please indicate on the scale below the degree to which the course met its objective.

Slight					Highly Satisfactory		
1	2	3	4	5	6	7	
/	/	/	/	/	/	/	

2. Given your present assignment, what segment of the course did you find most useful? Least useful?

a. FOIA

b. TSD — too technical without having basic understanding

3. Please describe how the course benefited you.

The course has given me a better understanding of the DDA and how it relates to my job in an administrative office

4. What suggestions do you have for improving this course?

I believe some of the lectures could of been shortened. A three day running I feel would be sufficient to cover both components of the DDA.